
WORKFORCE RECRUITMENT PROGRAM FOR COLLEGE STUDENTS WITH DISABILITIES

Co-sponsored by the Department of Labor
and the Department of Defense

200 Constitution Avenue, NW, Room S1303, Washington, DC 20210

March 16, 2004

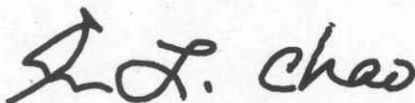
MEMORANDUM FOR HEADS OF FEDERAL DEPARTMENTS AND AGENCIES

SUBJECT: Jobs for College Students and Recent Graduates with Disabilities

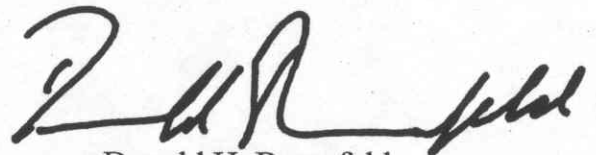
President Bush's *New Freedom Initiative* calls for expanding employment opportunities for Americans with disabilities. The Workforce Recruitment Program for College Students with Disabilities can help the Federal Government lead by example in achieving that goal.

The Department of Labor and the Department of Defense have participated actively in the Workforce Recruitment Program for many years. We urge you to reap the benefits of the program by funding summer jobs through this program to assist the transition from school to work for individuals with disabilities throughout the United States. In addition, please encourage your selecting officials to consider the candidates referred through this program for career development opportunities and permanent employment.

Background information about the Workforce Recruitment Program is attached. Some of your organizations are already actively involved. We solicit your renewed commitment and invite each government Department and agency to participate enthusiastically in this very important program.



Elaine L. Chao
Secretary of Labor



Donald H. Rumsfeld
Secretary of Defense

Attachments

The Workforce Recruitment Program for College Students with Disabilities (WRP)

The Department of Labor and the Department of Defense co-sponsor the WRP in cooperation with a consortium of other Federal agencies. Recruiters visit almost 200 colleges and universities across the country each year. Interview summaries and contact information for approximately 1,500 students with disabilities are distributed on a CD-ROM in March. In 2003, more than 300 students and recent graduates found summer and permanent jobs.

Recommendations:

1. If your agency has not participated previously, resolve to hire at least one student through the WRP this summer -- more if you can. If your agency already participates, renew your commitment and resolve to increase hiring as much as you can.
2. Establish a central pool of resources for WRP summer hires, so that hiring officials are not restricted by office budgets. At a minimum, include summer salaries and corresponding full-time equivalents.
3. Review your agency's summer and student employment programs and include a fair share of resources for the WRP.
4. Announce your plans as early in the year as possible so that managers throughout your organization have time to act before the summer hiring season ends.
5. Identify volunteer Federal recruiters, with the understanding that your agency will be responsible for making the recruiters you nominate available for a day of training in Washington, D.C., and at least one week of nationwide travel at agency expense.
6. Ask managers to plan for continued employment of WRP summer hires who perform well: part-time while they finish school and full-time permanent after graduation.
7. Include WRP graduates in your agency's career development programs.
8. If you have not already done so, designate an agency representative for the WRP steering committee and send contact information to Diane.Levesque@OSD.mil.

Points of Contact:

Mr. Paul M. Meyer, Office of Disability Employment Policy, Department of Labor,
Meyer.Paul@DOL.gov or (202) 693-7864

Ms. Judith C. Gilliom, Office of the Deputy Under Secretary of Defense for Equal Opportunity, Judy.Gilliom@OSD.mil or (703) 697-8661

Workforce Recruitment Program for College Students with Disabilities

Hires in Fiscal Years 1995 Through 2003

Major Participants

	1995	1996	1997	1998	1999	2000	2001	2002	2003	TOTALS
Department of Defense	89	128	126	201	197	186	223	217	222	1,589
Department of Agriculture	8	2	17	27	35	28	27	31	25	200
Department of Labor	16	6	15	17	16	17	26	27	29	169
Department of the Interior	0	1	1	0	40	39	16	10	4	111
Department of Health and Human Services *	5	2	8	5	3	7	15	18	10	73
Veterans Administration	21	4	13	5	10	7	0	6	5	71
Social Security Administration *				11	8	10	15	7	9	60
Other Federal Agencies	2	3	15	3	5	4	4	9	7	52
Department of the Treasury	2	0	15	3	4	3	7	7	6	47
Private Sector			5	12	10	9	2	2	3	43
Department of State	3	1	4	6	4	1	2	5	1	27
Department of Commerce	0	0	0	0	1	14	2	7	2	26
Department of Education	0	4	2	0	0	7	4	4	0	21
Environmental Protection Agency	0	0	0	2	0	6	7	4	2	21
Department of Transportation	0	0	0	0	0	5	5	4	1	15
Department of Housing and Urban Development	0	0	0	0	0	3	4	5	1	13
Department of Justice	0	0	0	7	3	2	0	0	0	12
Department of Energy	2	0	0	0	0	0	0	0	0	2
Department of Homeland Security									2	2
TOTALS	148	151	221	299	336	348	359	363	329	2,554

* Numbers for HHS include SSA for the years 1995 through 1997.

Workforce Recruitment Program for College Students with Disabilities (WRP)

Results in Fiscal Year 2003

	STUDENTS HIRED	RECRUITERS PROVIDED	INTERVIEW DAYS	NOTES
Department of Labor	29	1 recruiter provided	3 days of interviews	<p>Co-chaired steering committee.</p> <p>Provided headquarters services, comprising one FTE in the work of two managers.</p> <p>Services included:</p> <ul style="list-style-type: none"> -- developing recruitment database system, compiled data from all recruiters, and managing the database during the course of the recruitment year. -- organizing recruitment schedules at approximately 175 colleges and universities. -- scheduling trips for recruiters, a total of 193 days. -- preparing, scheduling, and delivering 42 hours of recruiter training. -- providing central funding and full-time equivalents for up to 30 summer hires in the Department of Labor. -- hiring a contractor to work on increasing the participation of private sector employers in the WRP.
Department of Defense	222*	9 recruiters provided	33 days of interviews	<p>Co-chaired steering committee.</p> <p>Supported the government-wide program by reproducing application and information packets, assisting small agencies with distribution, and coordinating arrangements for summer housing for students.</p> <p>Helped other agencies by lending adaptive devices including telecommunication equipment to any student hired for the summer and making DoD contracts for sign language interpreter services available to accommodate summer employees.</p> <p>Provided salaries and full-time equivalents for a minimum of 200 summer jobs at DoD activities nationwide and contract support for a full-time coordinator to manage the DoD summer hire program.</p> <p>*Excludes two students who accepted jobs outside of DoD at the end of the summer.</p>

	STUDENTS HIRED	RECRUITERS PROVIDED	INTERVIEW DAYS	NOTES
Court Services and Offender Supervision Agency	1	0	0	
Department of Agriculture	25	9 recruiters provided	42 days of interviews	
Department of Commerce	2	6 recruiters provided	23 days of interviews	
Department of Education	0	2 recruiters provided	8 days of interviews	Used email to notify the senior officials and their program managers and supervisors about the availability of disabled students for summer and permanent employment.
Department of Health and Human Services	10	4 recruiters provided	19 days of interviews	Sponsored a kickoff presentation and 10 briefings on referral and hiring at headquarters in Washington, DC. and Maryland offices. The Food and Drug Administration's Center for Food Safety and Nutrition hired 7 students through centrally funded FTE's.
Department of Homeland Security	2	0	0	
Department of Housing and Urban Development	1	0	0	Set aside one slot in the summer hire program and gave managers and supervisors a flyer advertising WRP requirements.
Department of the Interior	4	1 recruiter provided	1 day of interviews	
Department of State	1	0	0	
Department of Transportation	1	0	0	
Department of the Treasury	6	8 recruiters provided	29 days of interviews	

	STUDENTS HIRED	RECRUITERS PROVIDED	INTERVIEW DAYS	NOTES
Department of Veterans Affairs	5	3 recruiters provided	11 days of interviews	Conducted a briefing on internship programs, including the WRP.
Environmental Protection Agency	2	1 recruiter provided	4 days of interviews	
Farm Credit Administration	1	1 recruiter provided	5 days of interviews	
Federal Aviation Administration	0	1 recruiter provided	4 days of interviews	
Federal Deposit Insurance Corporation	2	1 recruiter provided	4 days of interviews	Provided central funding for two positions and hosted monthly meetings of the governmentwide staff steering committee for the WRP.
Library of Congress	0	1 recruiter provided	2 days of interviews	
National Endowment for the Humanities	1	0	0	Provided centralized funding for 1 position.
National Labor Relations Board	1	0	0	
Office of Personnel Management	1	1 recruiter provided	3 days of interviews	
Social Security Administration	9	1 recruiter provided	2 days of interviews	Management presentation to senior staff regarding WRP initiative.
Private Sector Employers	3	0	0	Placements were as follows: 1 ADNET Systems, Inc. 1 Cherry Engineering Support Services, Inc. 1 The Bank of New York
Results	329 jobs filled	50 recruiters provided	193 days of interviews	